

### MINOR SUBDIVISION APPROVAL CHECKLIST

**Definition:** A minor subdivision shall have the following characteristics - contains no new roads or changes to existing roads; all resulting lots front directly on and have legal access to an existing publicly or privately paved and maintained road or street; encompasses no more than twenty-five (25) acres and contains no more than fifty (50) lots; meets all other standards for development as set forth in the Ordinance.

**Project Name:** \_\_\_\_\_

**# of Copies Submitted:** \_\_\_\_\_

**Project Number:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Dates of Correspondence:** \_\_\_\_\_

**Tax Map #:** \_\_\_\_\_

**Date Certified Complete:** \_\_\_\_\_

**Developer/Engineer:** \_\_\_\_\_

<u>Item</u>	<u>Submitted</u>	<u>Comments</u>
a. Name and address of owner:	_____	_____
b. Name and address of applicant:	_____	_____
c. Proposed title of project:	_____	_____
d. Name, signature, license number, seal and address of engineer, land surveyor, architect, planner, and/or landscape architect involved in preparation of subdivision plat:	_____	_____
e. Title block:	_____	_____
f. Tax map sheet number for property:	_____	_____
g. Street location:	_____	_____
h. Location map showing location of tract with reference to surrounding properties, streets, municipal and county boundaries:	_____	_____
i. North arrow:	_____	_____
j. Numeric scale:	_____	_____
k. Graphic scale:	_____	_____
l. Current and/or requested zoning including:		
	Typical lot area: _____	_____
	Width/depth: _____	_____
	Yard setbacks: _____	_____
	Building Coverage: _____	_____
	Open Space: _____	_____
	Buffer and landscape areas w/ description of plantings/material: _____	_____
	Location of saved trees outside buildable area: _____	_____
	Parking: _____	_____
m. Certification by Registered Land Surveyor:	_____	_____

*"I hereby state that to the best of my knowledge, information, and belief, the survey shown hereon was made in accordance with the Minimum Standards Manual for the Practice of Land Surveying in South Carolina, and meets or exceeds the requirements for a Class A survey as specified therein."*

n. Signature blocks and state registration number (if applicable):

Planning Director: \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_

City or County Engineer: \_\_\_\_\_

Project Engineer: \_\_\_\_\_

Project Land Surveyor: \_\_\_\_\_

Owner of Project: \_\_\_\_\_

o. Sheet size for minor subdivision not larger than 24" x 36": \_\_\_\_\_

p. Acreage of tract (nearest 1/10 of acre): \_\_\_\_\_

q. Total Lots: \_\_\_\_\_

r. Number of lots: \_\_\_\_\_

s. Minimum Lot size: \_\_\_\_\_

t. Proposed location and number of dwelling units (by bedroom type) for multi-family projects: \_\_\_\_\_

u. Date of original plan/revisions: \_\_\_\_\_

v. Size/location of existing structures: \_\_\_\_\_

w. Size/location of proposed structures: \_\_\_\_\_

x. Building setback dimensions: \_\_\_\_\_

y. Existing/proposed streets/alley ways (including ROW widths, pavement widths, & St. names): \_\_\_\_\_

z. All proposed lot lines and area of lots in sq. ft.: \_\_\_\_\_

aa. All lot lines w/ dimensions to nearest 1/100th foot and bearing to the minute: \_\_\_\_\_

bb. Block letters and lot numbers in consecutive order: \_\_\_\_\_

cc. Minimum building setback line as per zoning district requirements: \_\_\_\_\_

dd. Copy and/or delineation of existing/proposed deed restrictions/covenants: \_\_\_\_\_

ee. All existing water courses (w/in 200 ft. of property): \_\_\_\_\_

ff. Flood plains (w/in 200 ft. of property): \_\_\_\_\_

gg. Wetlands or other environmentally sensitive areas (w/in 200 ft. of site): \_\_\_\_\_

hh. Detailed utility infrastructure plans (sanitary sewer/water/Stormwater/telephone/electric/cable TV): \_\_\_\_\_

ii. Location of all existing and proposed fire hydrants: \_\_\_\_\_

kk. Landscape Plans w/ details: \_\_\_\_\_

ll. Site identification signs: \_\_\_\_\_

mm. Traffic Control Signs and directional signs: \_\_\_\_\_

nn. Traffic Study (if Minor Subdivision has 50 lots): \_\_\_\_\_

oo. Parking plan showing:

Size of parking space: \_\_\_\_\_

Type of parking space: \_\_\_\_\_

Aisle width: \_\_\_\_\_

Curb cuts: \_\_\_\_\_

Drives/driveways: \_\_\_\_\_

All ingress/egress areas and dimensions: \_\_\_\_\_

pp. Architectural plans and elevations showing main & accessory structures (drawn to scale): \_\_\_\_\_

pp. Contour lines: \_\_\_\_\_

rr. All on-site easements: \_\_\_\_\_

Railroads: \_\_\_\_\_

Utility transmission lines: \_\_\_\_\_

Culverts: \_\_\_\_\_

Bridges: \_\_\_\_\_

Storm drainage ditches: \_\_\_\_\_

Wooded areas: \_\_\_\_\_

Noise/accident potential zones around Shaw AFB and/or Sumter Airport: \_\_\_\_\_

ss. Meets and bounds description: \_\_\_\_\_

*Meets and bounds description shall meet the standards in the South Carolina Land Surveying Regulations in Chapter 49, Article 4, Section 460.*